

## **INSTRUCTIONS FOR BANK GARNISHMENTS (NON-PERIODIC)**

1. Fill in Plaintiff's name and address (the person who filed the lawsuit).
2. Fill in Defendant's name and address (the person or company you have a judgement against).
3. Fill in Garnishee's name and address (this is the bank name and address).
4. On line #1 – type the amount of the judgement rendered on the day of the Small Claims/Landlord Tenant/General Civil hearing and the date the judgement was entered (the day you came to court for the hearing)
5. On line # 2 – type in the amount the Defendant currently owes you. You may include additional costs that you have incurred after the Small Claims hearing and interest (refer to interest rates for money judgements).
6. Date and sign where indicated by 'Plaintiff/Agent/Attorney Signature'.
7. The entire form is to be brought or mailed to the court along with a check for the \$15.00 filing fee. You may include this amount on Line #2 when filling out the form.

The court will process the garnishment and mail all copies back to you EXCEPT the court copy.

### **\*\*\*ONCE YOU RECEIVE THE GARNISHMENT BACK, DO THE FOLLOWING\*\*\***

It is the Plaintiff's responsibility to serve the garnishment on the Garnishee and Defendant as follows:

Mail both the Garnishee copy and the Defendant copy to the financial institution via certified mail. The bank will serve the Defendant his/her copy. If you choose, you can also hand deliver the garnishment to the bank. Have someone at the bank fill in and sign the 'Acknowledgement of Service' (located on the bottom of the reverse side) of the Return/Proof of Service copy. If you choose to mail the garnishment, you must mail it via certified mail.

If mailing out copies via certified mail, the Post Office will provide a tracking slip. Staple this slip to the 'Return Copy' of the Garnishment form. When you receive the signed green card back from the Garnishee, also attach it to the 'Return Copy' of the Garnishment form.

The 'Return Copy' of the Garnishment is to be mailed back to the court with the certified mail tracking slip and the green card signed by the Garnishee stapled to it. If you hand delivered the Garnishment just send the 'Return Copy' back to the court with 'Acknowledgement of Service' filled in on the bottom reverse side.